



WASHINGTON MANAGEMENT SERVICE RECRUITMENT ANNOUNCEMENT

Washington State Department of Corrections

CORRECTIONAL UNIT SUPERVISOR (CUS) Monroe Correctional Complex

OPENING DATE: June 21, 2010

CLOSING DATE: July 9, 2010

WHO MAY APPLY: THIS WMS RECRUITMENT IS OPEN TO DEPARTMENT OF CORRECTIONS PROMOTIONAL CANDIDATES ONLY.

POSITION LOCATION: Monroe Correctional Complex (MCC) at Monroe, Washington.

COMPENSATION: The current annual salary range of consideration is \$55,008 to \$63,768 (WMS Band 1, Special Range of Consideration). The successful candidate's qualifications will determine his/her annual compensation.

AGENCY PROFILE:

The Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in Washington State.

The agency mission is, "To improve public safety."

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Administrative Services Division, Health Services Division, Communications Department, and Risk Management Department. The Department employs over 8,000 staff and has a biennial budget of approximately \$1.5 billion.

The Department assists offenders in developing a law-abiding lifestyle which minimizes the prospect of criminal activity. Programs available to the Department include the community alternatives, partial confinement, and total incarceration.

THE CHALLENGE:

Under the supervision of a Correctional Program Manager, and within the framework of agency policies, manages and supervises a living unit within Monroe Correctional Complex. Responsible for the safety of staff and inmates, security and cleanliness of the unit, distribution of supplies to inmates, inmate accountability and movement in and out of the unit. Manages the inmate's custody classification process to ensure that all inmates are appropriately classified and that written reports and electronic documentation are accurate and timely. Supervises and directs a case management program for inmates assigned to the living unit. A living unit typically consists of unit sergeants, classification counselors and three shifts of correctional officers.

MCC Correctional Unit Supervisor

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Provides leadership, supervision and training to all correctional officers, correctional sergeants and classification counselors assigned to the living unit. May perform duties as the disciplinary hearings officer. Conducts investigations into allegations of misconduct for staff and inmates and situations that threaten the security and the orderly operation of the facility.

DESIRABLE QUALIFICATIONS:

- Demonstrated working knowledge of Prisons Division, security, emergency response, safety policies and procedures, and classification.
- Working knowledge of the Department of Corrections personnel policies, Collective Bargaining Agreement and Merit System rules.
- Understanding of Department of Corrections Offender Needs Assessment (ONA) tool, inmate classification and Offender Supervision Plan (OSP), disciplinary systems, inmate grievance procedures, offender programs and management of mentally ill and special needs inmates.

Skills and Abilities:

- Demonstrated skills and abilities to provide positive, goal-oriented leadership and effective personnel management to first line supervisors, correctional staff, classification counselors, and a clerical staff.
- Demonstrated abilities to manage large groups of inmates.
- Excellent oral and written communication skills.
- Demonstrated ability to observe, assess and make decisions routinely and in emergent situations.
- Abilities to foster teamwork within and between work groups and to successfully resolve problems and conflicts.

Education/Experience: The minimum desirable experience includes:

- A Bachelor's degree with major study in sociology, psychology, social work or closely allied field.
- Three years of treatment, custody, or community corrections experience in adult or juvenile corrections.

Note: Additional qualifying experience may be substituted, year for year, for up to two years of education. A Master's degree in one of the above fields of education may be substituted for one year of required experience.

Core Competencies for all Employees

Safety

Treats Others with Respect and Courtesy

Dependability

Accountability

Judgment and Problem Solving Leadership

Communication

Leadership

Relationship Building

Ethics and Integrity

**DOC is an organization that respects individuals for their unique qualities,
and strives to create a safe environment for individual uniqueness.**

Core Competencies for all Supervisors and Managers (in addition to the ones above)

People Management
Managing for Results

APPLICATION PROCESS:

Apply by submitting:

- Letter of interest addressing your experience and qualifications relevant to the position duties and competencies as described in this announcement.
- Current resume that includes names of employers, dates of employment, and education.
- Written response to the **QUESTIONS** listed below.

A screening process will be used to determine the candidates who will receive final consideration.

QUESTIONS: Please limit your response to **no more than** one (1) page per question.

1. Describe your experience/training in the Offender Needs Assessment (ONA), inmate classification, and transitioning offenders to the community.
2. Describe your experience with monitoring and managing offenders.
3. Describe your experience with monitoring safety, security and emergency response procedures.
4. Describe your experience as a supervisor, using one or two examples of how you provide leadership to subordinate staff.
5. Describe your experience with a problem situation and how you creatively resolved it.

Electronic applications will be accepted. Completed application packets must be received by 4:30 p.m. on July 9, 2010 and should be forwarded to:

Linda Gilstrap, Human Resources Manager
Monroe Correctional Complex
PO Box 777
Monroe, WA 98272
FAX: (360) 794-2569 Email: lsgilstrap@doc1.wa.gov

The Washington State Department of Corrections is an equal opportunity employer and encourages all qualified persons including disabled and Vietnam era veterans, women, racial and ethnic minorities, people with disabilities, and persons over 40 years of age to apply.

- As a separate part of the recruitment process, applicants are requested to voluntarily complete the attached applicant profile and return it with the application packet. Application profiles are confidential. This position requires a criminal history records check.

PROFILE DATA

The Department of Corrections is an Equal Opportunity employer, and as such, encourages women, racial and ethnic minorities, persons with disability, and disabled and Vietnam era veterans to apply. We request your voluntary answers to the Profile Data listed below. Please complete the information and return this document with your Letter of Interest and Resume. Your answers will be treated as CONFIDENTIAL.

NAME: _____
Position for which applying: Correctional Unit Supervisor ---Monroe Correctional Complex

Please check any/all of the following that may apply:

- ☐ Male
- ☐ Female
- ☐ Age 40 or older
- ☐ Disabled veteran (30% or more disabled)
- ☐ Vietnam Era Veteran
- ☐ Caucasian
- ☐ Black/African American
- ☐ Hispanic
- ☐ Asian/Pacific Islander
- ☐ Native American

Other: Please indicate race/culture _____

If you are more than one race, please also check "Multi-Racial" and indicate your preference for Affirmative Action purposes.

☐ Multi-Racial: _____

Do you have a physical, sensory, or mental condition that substantially limits any of your major life functions, such as working, caring for yourself, walking, doing things with your hands, seeing, hearing, speaking, learning. Yes ☐ No ☐

Signature _____ Date _____

Again, you are encouraged to complete the information above and return this document with your letter of interest and resume.

Please assist our agency in its recruitment efforts by indicating how you learned of this career opportunity. Thank you.

- ☐ Department of Corrections Recruitment Announcement
- ☐ Department of Corrections Website
- ☐ State Agency (office/location) _____
- ☐ Other _____